



ASSOCIATION OF REFUGEES WITH DISABILITY

TERMS OF REFERENCE(TOR)

1. Consultancy Information

Consultancy Title:	A consultant to develop a procurement Policy, Asset Management and Security policy.
Location:	Najjanankumbi, Muzana Dr. close, Masanyalaze zone, near Train Up A Child School, Kampala.
Type of Contract:	Consulting firm/Individual contract
Language Required:	English
Application Deadline:	12 th June 2024(11:59 pm Ugandan time)
Starting Date:	19 th June 2024
Expected Duration of the Assignment:	(20 working days)

2. Back ground

Association of Refugees with Disability (ARD) is a registered organization in Uganda, comprising refugees with disabilities from diverse nationalities residing in Uganda. Established in 2019 by refugees with disabilities, ARD is dedicated to promoting and safeguarding the rights of refugees with disabilities. It ensures a continuous exchange of information and coordinates activities undertaken by refugees in general. Currently, ARD is actively engaged in six refugee settlements in Uganda, namely Nakivale, Kyangwali, Kyaka II, Rwamwanja, Kiryandongo, and Adjumani advocating for the rights of persons with disability through community engagement. The organization's enduring objective is to foster a respected and dignified community of empowered refugees with disabilities actively participating in decision-making processes.

ARD desires to grow with rightful governing policies and better working systems. This year it secured funding from UN WOMEN specifically Under Women's Peace and Humanitarian Fund to enhance the institution's capacity in terms of developing organizational policies and operational systems.

It's upon this background that Association of Refugees with Disability is looking to hire

and work with a consultant to develop the procurement policy & asset management and security policy for a period of one month.

3. Purpose of the consultancy

The purpose of the consultancy is to:

- To develop a procurement policy, asset management and security policy for Association of Refugees with Disability.

4. Specific objectives of the consultancy

- To facilitate the process of jointly developing a procurement policy, asset management and security policy for Association of Refugees with Disability.
- To orient and enhance the capacity of staff and other involved stakeholders to meaningfully comprehend the developed procurement policy, asset management and security policy.
- To facilitate the validation meeting on the developed procurement policy, asset management and security policy with the staff members, the board members and other invited partners or stake holders for approval and dissemination.
- To strengthen the organizational procurement policy, asset management and security policy of ARD to effectively carry out its mandate and achieve its vision.

5. Duties and Responsibilities

- Conduct some desk research document on the existing policies within the organization to establish a background paper
- Facilitate meetings with ARD management to brain storm on the procurement policy, asset management and security policy to feed in the background paper.
- Present the first draft of the policies to get feedback from the ARD management
- Integrate the feedback and submit the second draft of the policies.
- Prepare and submit the final polices on procurement policy, asset management and security policy to the management of ARD.
- Present and facilitate a final draft in the validation meeting which is to be organized by ARD.

6. Methodology

- The consultant shall adopt a combination of participatory tools like desk research, report analysis, consultations and interviews and workshop facilitation techniques with ARD management to promote participation and buy in.
- The consultant will work closely with the management of ARD throughout the entire consultancy process.

7. Activities and deliverables

Activity	Deliverables
Desk Review	Inception report with clear methodology, detailed work plan and the back ground paper
Facilitate brainstorming/consultative workshop and interviews with the management to develop draft policies on procurement policy, asset management and security policy	First draft of the policies
Facilitate feedback meeting on draft policies	Second draft of the policies
Present the final draft policies and activity report of the work done.	Final draft of the policies
Facilitate a validation meeting to board members, management and partners	Final draft polices and approval signing by board members
Total number of working days	20 days

8. Competencies

Professionalism

- Demonstrates professional competence and mastery of the subject matter.
- Demonstrates experience in the subject matter.
- Demonstrates ability to negotiate and apply good judgment.
- Demonstrates experience and achievements in the past work done related to subject matter.
- Is effective in meeting commitments, observing deadlines and achieving results.

Corporate competencies

- Strong communication, team building, interpersonal, analysis and planning skills.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adoptability.
- Demonstrates diplomacy and tact-in dealing with sensitive and complex situations.

Communicating Information and Ideas

- Facilitating and encouraging open communication in the team, communicating effectively.
- Delivers verbal/written information in a timely, clear, organized and easily understood manner.
- Strong communication skills and the ability to listen and take direction and leadership from others.

Planning & Organizing

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources, and multiple reporting relationships.
- Plans, coordinates, and organizes workload while remaining aware of changing priorities and competing deadlines.
- Establishes, builds, and maintains effective working relationships with staff, or partners to achieve the planned results.

Self-Management & Emotional Intelligence

- Creating synergies through self-control, and tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook to work productively.

9. Required expertise and skills

Education

- Advanced university degree (Master's or equivalent) in procurement & logistic management, Public Administration/ Governance, Law, Political Science, Sociology, International Development, and/or related Social Science fields.

Experience

- 3-6 years' experience in designing, planning, developing and analyzing policies of operations and program for non-state actors (national organizations/ civil society organizations)
- Experience in NGO management.
- Experience in gender sensitive evaluation and analysis of organizational policies.
- In-depth knowledge of procurement, asset management and security in project management and operations of non-governmental organizations
- Experience in engaging with partners and stakeholders using

Participatory and consultative approaches and ability to manage diversity of views in different cultural contexts.

- Familiarity with the local political, economic, social, and local governance system in Uganda.
- Experience in using a range of quantitative and qualitative data gathering and analysis techniques related to policy review and development and experience in facilitating consultation workshops with good presentation and IT skills.
- Excellent written and spoken communication skills in English and good report writing skills.

Languages

- Fluency in spoken and written
- Knowledge of Kiswahili can be an asset

10. The organization arrangements

- The consulting firm/ individual consultant will work in Kampala. The consulting firm/ person are expected to use their own computer/laptop and cell phone. However, depending on availability of physical facilities (e.g. working space, printer & internet connection) at the discretion of ARD, such facilities may be provided at the disposal of the Consultant.
- The consulting firm/ individual consultant will be contracted for 20 full-time working days.
- The consulting firm/ individual consultant will report to the ARD Executive Director who will review and approve delivery of outputs with the help of other management members.
- The Executive Director will also be responsible for liaising with the Consultant to provide all relevant documents, set up feedback and validation meetings, and arrange visits to the office with the help of other management members.

11. How to apply

All organizations or persons interested can submit their proposals (technical and financial proposals) in person or by email to: Physical address in:

Najjanakumbi, Muzana Dr. close, Masanyalaze zone, near Train Up A Child School

E-mail address: pwda2017@gmail.com then copy in the emails below.

/jamesmbig8@gmail.com &

/simbisamy1@gmail.com

Phone contacts: +256200909832/+256709689560/+256781879077

The available starting date and fee of the assignment which is subject to negotiation should be clearly stated in the Letter of Interest. Applications should be received not later than 12th June 2024, 11:59 pm Ugandan time. All application received after the deadline will not be considered.

Technical proposal comprising of the following:

- Letter of Confirmation of Interest and Availability.
 - Personal CV indicating all prior experience with similar assignments, as well as the contact details (email and telephone number) of the Candidate and three (3) professional references.
 - Brief description (max. 1 page) of why you consider yourself as the most suitable for the assignment, and a methodology (max. 1 page) for how you will approach and complete the assignment.
- Financial proposal:** Indicating the all-inclusive, fixed total contract price, supported by a breakdown of costs

12. Consultancy Evaluation Criteria

Offers received will be evaluated using a combined scoring method, where the qualifications and proposed methodology will be weighted 70% and combined with the price offer, which will be weighted 30%

Criteria to be used for rating the qualifications and methodology;

Technical evaluation criteria(total 70 points)

3-6 years' experience in designing, planning, developing and analyzing policies of operations and program for non-state actors (national organizations/ civil society organizations) in humanitarian and forced displacement.

- Experience in NGO management.
- Experience in gender sensitive evaluation and analysis of organizational policies.
- In-depth knowledge of procurement policy, asset management and security in project management and operations of non-governmental organizations.
- Experience in engaging with partners and stakeholders using participatory and consultative approaches and ability to manage diversity of views in different cultural contexts.
- Familiarity with the local political, economic, social, and local governance system in Uganda.
- Experience in using a range of quantitative and qualitative data gathering and analysis techniques related to policy review and development and experience in facilitating consultation workshops with good presentation and IT skills.
- Excellent written and spoken communication skills in English and good report writing

skills.

- Relevant Academic Back ground and language proficiency in English.

Financial evaluation (total 30 points)

All technically qualified proposals will be scored out of 30 points/marks.

All applications will be treated with the strictest confidence.

NOTE: Females and persons with disabilities are encouraged to apply. Only short listed consultants will be called for the next step.